

DRAFT  
CIRCULAR NO. A-7  
Revised  
Transmittal Memorandum No. \_\_\_\_\_

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Standardized Government Travel Regulations

1. Purpose. This Transmittal Memorandum prescribes a system for setting per diem rates which is designed to provide employees with adequate reimbursement for subsistence expenses incurred while traveling on official business in the United States and to create a basis for greater uniformity among agencies with respect to travel per diem policies and procedures.

2. Amendment. The Standardized Government Travel Regulations are amended by adding the following at the end of section 6.2a:

"For travel in the United States when lodging away from the official station is required agencies shall fix per diem for employees partly on the basis of the average amount the traveler pays for lodgings. To such amount, i.e., the average of amounts paid for lodging while traveling on official business during the period covered by the voucher, shall be added a suitable allowance for meals and miscellaneous expenses. The resulting amount rounded to the next whole dollar, if the result is not in excess of the maximum per diem, will be the per diem rate to be applied to the traveler's reimbursement in accordance with the applicable provisions of this section. If such result is more than the maximum per diem allowable such maximum will be the per diem allowed. No minimum allowance will be authorized for lodging since those allowances are based on actual lodging expenses. Receipts for lodging costs may be required at the discretion of each agency, however, employees will be required to certify to the correctness of appropriate statements relating to average lodging costs. An agency may determine that the lodgings-plus system as prescribed herein is not appropriate in given circumstances as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when for some other reason the subsistence costs which will be incurred by the employee may be accurately estimated in advance. In such cases a specific per diem rate may be established and reductions made in accordance with this section provided the exception from the lodgings-plus method is authorized in writing by an appropriate official of the agency involved."

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3. Implementation. With respect to the allowance for meals and miscellaneous expenses, no specific dollar amount would be appropriate in all cases since those costs vary significantly in different travel situations. To the maximum extent possible the allowance used for those costs by each agency will be based on representative cost experience which takes into account differing travel requirements. Agencies should cooperate in making subsistence cost studies and share information derived from such studies.

4. Effective date. Agencies should take action to implement the lodgings-plus method of fixing per diem rates prescribed in this Transmittal Memorandum at the earliest possible date, but in no event later than 90 days from this date.

DIRECTOR